I am almost done with my 100WB online class, so I have some advice that I want to share for future 100WB online students. I am not a person who likes to give people advice, but I want to help future 100WB online students have some ideas on how to study for the class well. I will share all my personal experiences about how to study for 100WB online class. You need to be aware of reading a textbook a lot for post discussions and assignments. You spend time to research and look up data or sources for a big report assignment group which is near the end of the semester. Before I tell you details of how to study well for this class, I would like to start by explaining the details at the beginning of the class.

 We all know that the 100 WB class is written communication, business. This class has two business communication scenarios: oral and written. Students who take the 100 WB online class just need to focus on writing. At the beginning of the semester, you need to read and understand the syllabus of the class because your instructor will give you a syllabus quiz, which is worth two points. Even though it is two points, you still need to get these points because you will get motivation to study for upcoming assignments. You need to arrange enough time to study for the class. For example, you need to spend three hours every week to do discussion posts or major assignments and many hours for the analytical report group work plan at the end of the semester.

 In my opinion, when you do application letters or persuasive messages, you need to work hard for drafting processes. There are three drafts for you to work on, such as peer review (first draft), message peer review ( second draft), and final draft. You need to do it completely at the first draft and message draft, so you will have many comments and feedback from peers and professor. You will have a chance to fix the mistakes from comments and feedbacks to get high scores on the final draft. If you study this way, I am sure you will learn a lot of things form the class and get a high grade for this class.